

About Us:

Trinity Aerospace was founded in 2000 primarily as a sheet metal fabrication shop. Over the years we have vertically integrated to include assembly, some processing, heat treatment, and machining.

In 2013 Trinity Aerospace entered into a joint venture with Altitude Aerospace to acquire DICI Industries, a machining and assembly facility located in Montreal, QC. This allows us to also offer the additional services of CNC precision machining and aerospace engineering services through our partner companies.

In our 30,000 sq. ft. modern facility, located in Mississauga, ON, we have state of the art equipment to fabricate simple or complex sheet metal parts up to 48" x 144" depending on part configuration. Our dedicated production team consists of "artisans" that are supported by a robust team of professionals.

Trinity prides itself on a quicker than normal turnaround time and produces "one-off" and small to large production runs. Besides build to print, we also provide Design/Build solutions for prototype & certification.

Opportunity:

We have a great team and we are looking to add a **System Administrator**. The System Administrator will ensure the health and uptime of our corporate infrastructure, while supporting the IT needs of other internal departments. We are looking for an experienced individual who is self-motivated, a quick learner and who is not afraid to ask questions.

What We Offer:

- Supportive, continuous learning and improvement mentality
- Leaders that will mentor you and encourage growth
- Pleasant, respectful, inclusive, family-oriented environment
- Total Rewards Package includes cost shared benefits with standard medical, dental and vision coverage, a health spending account, and competitive wages
- Annual employee events such as holiday parties
- Flexible hours: Monday to Friday, Office hours are 7:00am to 6:00pm, flexible start time between 7:00am to 9:30am, 8-hour shift with a 30-minute lunch

Key Responsibilities:

- Provide technical support to all internal users

- Manage hardware and software resources, including configurations, installations, setup, and configurations
- Manage account setups, account access and system changes
- Perform preventative maintenance and upgrade patches for servers and vendor software
- Maintain and support the network including monitoring system performance
- Plan and implement recovery strategies and data backup to ensure business continuity
- Develop and run reports from ERP system in support of manufacturing processes
- Develop and maintain cyber-security initiatives and best practices
- Create and update IT policies and documentation for configurations, processes, procedures and troubleshooting guides
- Articulating high level IT strategies to management
- Other duties as assigned

What You Need to be Successful:

- 1-3 years of experience in a Systems Administrator role
- University degree or college diploma in Computer Science, Information Technology, or related field
- Working knowledge of Windows Server and TCP/IP
- Working knowledge of Microsoft SQL Server management and T-SQL
- Experience in ERP application systems such as SAP, JobBOSS, Infor Visual, and Mie Trak Pro
- Knowledge of ITSM and ITIL
- Experience in ASP.NET development
- Flexibility to work after hours and weekends for emergency support or system updates
- Proven ability to work under pressure in a busy and complex environment with minimal supervision
- Advanced skills with Microsoft Office programs, especially Excel
- Ability to successfully prioritize and manage competing deadlines and changing requirements
- High level of accuracy and attention to detail
- Strong problem-solving skills with a focus on finding solutions
- Good verbal and written communication skills in English
- Excellent customer service skills
- Positive attitude and team player

How to Apply:

If you are interested in joining the Trinity Aerospace team, please visit www.trinityaerocanada.com/careers to fill in an application and submit your resume.